

New Commercial, Industrial, and Multi-Family Building Plans Submittal and Review Process

2/13

INITIAL SUBMITTAL

Applicant's Responsibility:

The applicant must contact the Planning Division to initiate any land use and Site Development Division approval processes. The building permit application and plans review submittal can be made prior to, or concurrent with, the land use approval processes. However, no building permit can be issued until the land use approval has been obtained, applicable conditions have been satisfied, and the site development permit has been issued.

The permit applicant submits to the Building Division a plans review submittal, which includes four sets of plans, including civil plans and information outlined in the *Tri-County Commercial Process and Checklist*; two sets of structural calculations; two sets of specifications; two sets of soils reports; one set of fire flow calculations; one set of energy code compliance forms; a completed *Building Permit Application*; and a completed *Erosion Control General Information* form. (Links to forms are below.)

If the general contractor has not been determined at the time of submittal, "TBD" may be entered for the business name on the forms. The general contractor's information will be required before the building permit can be issued.

The initial permit application submittal requires payment of the plan review fees. The project valuation is used to determine the building and plan review fees. Project valuation may be determined by multiplying the building area by the per square foot factors, based on use and construction type, as listed in the *Building Valuation Data Table*. Related System Development Charges (SDC) that are paid when the building permit is issued can be found with the link below.

Building, Mechanical, Electrical, and Plumbing Permit Forms:
<http://www.beavertonoregon.gov/index.aspx?NID=440>

Plan Submittal Requirements:
<http://www.beavertonoregon.gov/DocumentView.aspx?DID=565>

Tri-County Commercial Process and Checklist:
<http://www.beavertonoregon.gov/DocumentView.aspx?DID=553>

Fire Flow Worksheet:
[http://www.tvfr.com/resources/docs/FireFlowWorksheet2010OFC\(rev%208%2011\).xlsx](http://www.tvfr.com/resources/docs/FireFlowWorksheet2010OFC(rev%208%2011).xlsx)

Energy Code Compliance Forms:
<http://www.cbs.state.or.us/external/bcd/programs/energy.html>

Erosion Control General Information Form:
<http://www.beavertonoregon.gov/DocumentView.aspx?DID=554>

Building Valuation Data Table:
<http://www.beavertonoregon.gov/DocumentView.aspx?DID=1654>

System Development Charges (SDC):
<http://www.beavertonoregon.gov/DocumentView.aspx?DID=605>

If the project includes mechanical, plumbing, electrical, fire sprinklers, and/or fire alarms, and those systems are not included with the building permit applications, identify these items as “Deferred Submittals” on the front page of the building plans. If the project plans include mechanical, electrical, and/or plumbing that are intended for plans review (see requirements for when plumbing and/or electrical plans reviews are required), completed mechanical, plumbing, and/or electrical permit application forms must be submitted, along with payment of the applicable plan review fee for each permit type. If subcontractors have not been determined at the time of submittal, “TBD” may be entered for the business name on the forms. The subcontractor’s information along with the signatures from the electrical and plumbing contractors will be required before the building permits can be issued.

Deferred Submittals:
<http://www.beavertonoregon.gov/DocumentView.aspx?DID=597>

Electrical Plan Review Requirements:
<http://www.beavertonoregon.gov/DocumentView.aspx?DID=562>

Plumbing Plan Review Requirements:
<http://www.beavertonoregon.gov/DocumentCenter/View/1716>

A *Commercial Special Inspection Agreement* form must be completed before the building permit can be issued.

Commercial Special Inspection Agreement:
<http://www.beavertonoregon.gov/DocumentView.aspx?DID=607>

City’s Responsibility:

The plans and permit application are logged into a tracking system and assigned to a building plans examiner. The plans review assignment is made on the Monday morning following the initial submittal. An internal routing slip with the project address and permit application number is prepared by City staff, attached to a set of the plans, and routed through the following City programs: Planning Division (to check the site plan for setbacks, building height, and any related conditions or requirements for the land use zone and/or subdivision); Site Development (to check for public easements, utility locations, etc.); Transportation (to determine the Transportation Development Tax); and Erosion Control (to verify the proposed erosion control methods meet the minimum requirements). Through this process some SDCs are determined and added to the permit system for collection with the building permit.

If issues arise with the Planning Division, Site Development Division, or Erosion Control program reviews, the applicant is contacted directly by staff in that division or program for the needed information. A routing slip is forwarded through each program and then back to the Building plans examiner identifying which program has approved or not approved the

information. The Building plans examiner reviews the plans in the order they are received and sends a letter to the applicant outlining any issues that need correction and/or additional information. The building plans review runs concurrently with the routing.

RESUBMITALS, PLAN REVIEW RESPONSES, AND ADDITIONAL INFORMATION

Applicant's Responsibility:

If the applicant has been contacted by the Planning Division, Site Development Division, or Erosion Control program for corrections or additional information, the applicant must respond directly to the staff person for that division or program.

The applicant's written response to the building plans review letter must be submitted along with a *Building Division Transmittal Letter*, which is used for document tracking. The submittal will include three sets of revised plans or plan pages (if applicable), two sets of calculations (if applicable), and a written response to the plans review items. The most efficient method for responding is to use the plans review letter and respond to each item. (Example: Item 3. "Information provided on sheet XX", or "See revised calculations")

Responses to minor requests for information may be made electronically by emailing the information in PDF to mailboxcddplanssubmit@beavertonoregon.gov as well as directly to the plans examiner's email. The electronic submittal must be to both mailboxes so it can be available to others if the primary plans examiner is not available. As with any response or additional information, a completed *Building Division Transmittal Letter* must be included.

Building Division Transmittal Letter:
<http://www.beavertonoregon.gov/BSDTTransmittal>

City's Responsibility:

Resubmittals are logged into a tracking system and assigned to a building plans examiner for review. Any requested information submitted by the applicant to the Planning Division, Site Development Division, or Erosion Control program is processed by that division or program. When approved, the Building plans examiner is notified and the internal routing is updated to reflect that division's or program's approval.

If the building permit resubmittal review results in the need for further clarification or information, the plans examiner will send another plans review letter. If the information needed is minor in nature, the plans examiner will typically call and/or email the contact person to help expedite the transfer of information, and depending on the magnitude of the additional information required, may follow with a letter. If an email is sent and no response is received within a few days, a letter will be sent.

When the plans are nearing approval, the Building plans examiner routes a copy of the plans to the Planning Division and Site Development Division for their final sign-off. Once the plans review items and internal routing processes have been satisfied, the plans examiner prepares the plans, attachments, approval stamps, and fee worksheet and forwards them to the permit technician for final data/fee entry into the permit system. The permit technician contacts (typically by telephone) the applicant (contact person identified on the permit application) to notify that the permit is ready and can be picked up at the applicant's convenience.

INQUIRIES

Inquiries as to the status of a plan review and/or routing process can be made directly to the program responsible for the review:

Building Division:	(503) 526-2407
Planning Division:	(503) 526-2420
Site Development Division:	(503) 526-2552
Erosion Control:	(503) 526-2591
Transportation:	(503) 526-2221

General Building Division Web Page:
<http://www.beavertonoregon.gov/index.aspx?nid=176>